



CITY OF MONTEBELLO

EMPLOYMENT OPPORTUNITY

1600 West Beverly Boulevard
Montebello, California 90640
Job Line (323) 887-1380

POLICE DISPATCHER I

(Classified - Open)

LAST DATE TO APPLY: **IMMEDIATE OPENINGS, APPLICATIONS ACCEPTED UNTIL THE NEEDS OF THE DEPARTMENT ARE MET.** City Application and valid typing certificate required at time of filing (see requirements below). No facsimiles or resumes in lieu of City applications will be accepted.

SALARY RANGE: **\$2668 - \$2801 - \$2941 - \$3088 - \$3243 - \$3405 per month**
(+ City pays 8% employee's share of PERS Retirement)

TYPING CERTIFICATE REQUIREMENTS – CERTIFICATE MUST ACCOMPANY CITY APPLICATION TO BE CONSIDERED. TYPING CERTIFICATES MUST BE FROM A GOVERNMENT AGENCY, BUSINESS COLLEGE, TEMPORARY AGENCY, PUBLIC SCHOOL, OR OTHER VERIFIABLE AGENCY AND DATED WITHIN ONE YEAR FROM THE LAST DAY TO APPLY. **NET WORDS PER MINUTE MUST BE STATED ON THE CERTIFICATE.**
Net words per minute required for this position is 40.

THE POSITION

The Police Dispatcher I performs safety dispatch duties on an assigned shift to support police functions in a **highly stressful and demanding environment**; receives emergency and business inquiries concerning questions, problems, crimes, and emergencies; determines nature and priority of calls, locations of incidents, and how to respond; maintains field contact with police officers, providing records information; indexes case records and incident reports; operates a teletype system to request and send information; maintains emergency notification data for City businesses; monitors holding areas when occupied; confirms outstanding warrants with other law enforcement agencies; assists with the search, booking, and interrogation of suspects and prisoners.

*** * DISPATCHERS WORK A 3-DAY WORK WEEK * ***
ALSO REQUIRES MATRON DUTIES

EMPLOYMENT STANDARDS

EDUCATION: Graduation from high school or G.E.D. is desirable.

EXPERIENCE: One year of experience in responsible office assistance or dispatching position, preferably working with a police or other public safety agency.

KNOWLEDGE: Basic functions, procedures, and policies of public safety operations; basic laws and regulations governing the release of information from law enforcement agency records; modern office methods, equipment, and procedures including automated equipment and software related to dispatch and office support functions; proper telephone techniques and procedures; operation of and regulations governing the use of radio and teletype equipment; and booking and holding procedures and regulations.

ABILITY TO: Type at 40 net wpm; compile, maintain, process, and prepare a variety of records and reports related to dispatch operations; take complaints, gathering essential information for expeditious and accurate disposition of complaint; operate radio, telephone, teletype, and automated equipment; think clearly and act quickly and calmly in emergency situations; follow oral and written instructions; maintain courteous and tactful but firm relationships with the public; establish and maintain cooperative working relationships; and communicate effectively orally and in writing.

SPECIAL REQUIREMENT: Applicant will be required to obtain certification issued by the National Crime Information Center within 6 months of appointment and must successfully complete required California Commission on Peace Officer Standards and Training (POST) Basic Dispatcher course within one year of appointment. (Department will assist new employee in obtaining certification).

THE EXAMINATION

Following the review of each application, the most qualified candidates will be invited to appear for an examination(s). Selected candidate(s) must successfully complete a background investigation and physical examination including drug testing. At the time of appointment, employee must have required proof of authorization to work in the United States.

M/F/D The City of Montebello is an equal opportunity employer and does not discriminate on the basis of disability. Individuals with disabilities that require accommodation in the application or testing process, may be required to provide the Employee Relations Department, **no later than the filing date**, with documentation regarding the need for accommodation.

EMPLOYMENT WITH THE CITY OF MONTEBELLO OFFERS:
SECURITY OPPORTUNITY FOR PROMOTION A GOOD PLACE TO WORK

- BENEFITS**
- Medical, dental, and vision insurance
 - 4 Medical plans available
 - Or in lieu of coverage, \$200 per month medical incentive plan available
 - \$30,000 term life insurance
 - \$30,000 ADD insurance
 - Annual uniform allowance
 - Bilingual pay of \$70 per month
 - Annual Leave Plan (starting at 232 hours per year of combined vacation, holiday and sick time)
 - 232 leave hours (incl. vacation, holiday, sick leaves)
 - 30 hours bereavement leave
 - Long-term disability program
 - 2.7% @ 55 PERS Retirement membership plus Social Security
 - Deferred compensation plan
 - \$2,000 per year tuition reimbursement
 - Credit union privileges

GENERAL INFORMATION FOR ALL APPLCANTS

The term “recent,” when used in the requirements refers to training and/or experience obtained within the ten-year period immediately prior to the filing deadline. Applications can be considered only if they clearly indicate that the minimum requirements are met. All applications accepted are subject to further review and verification and may be rejected at any time if the published requirements for admission to the examination are not met. All applicants will be notified in writing as to the results of this review. Admission to an examination does not ensure that a passing grade will be received on any part of the examination. All applicants will be notified in writing of their final status once the examination process is completed.

CERTIFICATION

An eligibility list of those successfully passing an examination(s) will be established and certified either by the Civil Service Commission of the City of Montebello (classified positions) or by the Personnel Director (unclassified positions) to be valid for a period of one year from date of certification. The five (5) highest eligible on the list will be furnished to the Appointing Authority where the vacancy exists. The Appointing Authority will then make the selection from those eligible to fill the position. In cases where more than one position is to be filled in any class in a department at the same time, the number of names furnished shall be five (5) plus two (2) names for each additional position. A candidate will be disqualified from appointment to a position requiring direct supervision by a relative or where a conflict of interest may occur.

CIVIL SERVICE

All City employees are required to perform assigned Civil Defense duties in the event of an emergency or disaster.

NOTE: The City has implemented a direct deposit system for payroll. All new employees are required to have a qualified bank or credit union checking or savings account that will accept the automatic deposit.

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

